



Adding an Additional Authorized User Editing Additional Authorized User Profiles

The following pages show the screens likely to be encountered when adding and editing additional authorized user through eFile & Pay.

The pages shown are for illustrative purposes only and may not match exactly to the screens seen when actually filing.



For Assistance, Contact



All error and informational messages will display at the top of the so	•	1
gin		
Business Taxes:		
Enter your BEN, select Business Taxes, and press CONTINUE.		
Business eFile Number (BEN): 88770655 (8 digit number mailed to	you)	
Business Taxes(Withholding, Sales, Use, LPG Fuel, and Motor	or Fuel)	
Individual Income/Corporation Income/Consumer's Use (no permit) ePayments:		
Not enrolled? <u>Click here</u> .		
Enrolled? Enter your BEN, select Individual Income/Corporation ePayments, and press CONTINUE.	on Income	
Business eFile Number (BEN): (8 digit number mailed t	o you)	
Individual Income/Corporation Income ePayments (IA1040/IA1040ES;IA1120/IA1120ES)		
		.
	CONTINUE	

The Welcome Screen will be your point of entry. Enter in your 8 digit Business eFile Number (BEN) in the Business Taxes box. Ensure the circle for Business Taxes is also clicked. Hit Continue.

(in Iowa; Omaha; Quad Cities) (outside Iowa)

1-800-367-3388

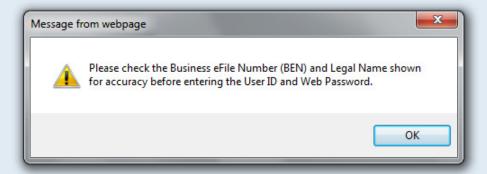
515-281-3114 idr@iowa.gov (outside Iowa) (email address)





Business eFile Number: 88770655 Legal Name: LEGALNM-334

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Please double check the BEN and Legal Name and click OK if correct.





Business eFile Number: 88770655 Legal Name: LEGALNM-334



Please enter your User ID and Password, then press LOG IN. If you accessed eFile & Pay system by telephone for the first-time, before you used the web, please enter your 8 digit telephone password to gain access.



For Assistance, Contact

1-800-367-3388 (in Iowa; Omaha; Quad Cities)

(outside Iowa)

515-281-3114 <u>idr@iowa.gov</u> (email address)

Monday-Friday, 8 am to 4:15 pm CT

Privacy/Security

The Log In screen will appear immediately after the Welcome screen. Enter the 4 digit User ID and 8 digit password for the profile you created. User 0001 is the administrator and is the only user that can add/edit user profiles. Click on the Log In button.





Business eFile Number: 88770655 Legal Name: LEGALNM-334 FAOs | Help | IDR Home Main Menu DEMO ON/OFF Press this button to demo system. Select an Option Select a tax type to file a return and make a payment. Consumer Use Motor Fuel Tax Sales Withholding Select an administrative function to perform. Make a Payment (You must efile Return first) Add/Edit Users Change a Profile Cancel a Payment File for Your Clients Cancel a Payment For Your Client View "e" History View Cancelled Payments "e"History View Returns "e" History View Payments "e" History **EXIT**

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515-281-3114

idr@iowa.gov (email address)

Select Add/Edit Users under the administration functions.





Business eFile Number: 123456789 Name: ABCDEFG Company Incorporated

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User Administration >

This screen allows you to edit or disable an existing user by selecting the User ID or name you wish to change. To add a new user, select ADD USER.

Users associated with your account

Status	User ID	User Name	Last Log In
Active	0002	First Person	10/10/2003 5:10 PM
Disabled	0003	Sample Person	09/10/2003 10:10 PM
Active	0004	Another Person	09/10/2001 8:05 PM

MAIN MENU

ADD USER

IMPORTANT! Do Not use your browser's BACK button. To return to a previous page within this application, use the navigation buttons at the bottom of the page.

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idr@iowa.gov

Click on Add User to add another authorized User

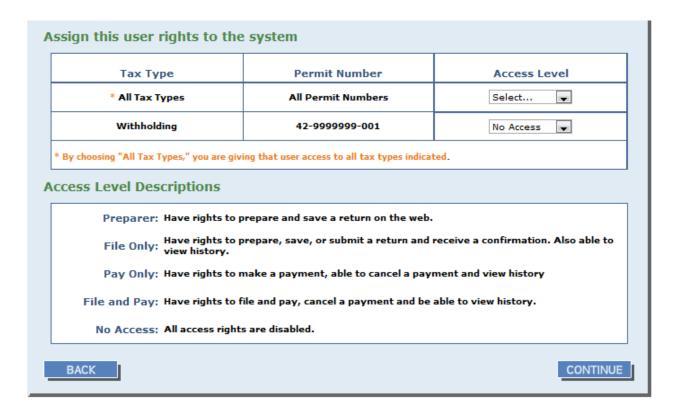




siness efile Number: 123456789 Neme: ABCDEFG Co	ompany Incorporated	FAQs Help IDR Home
ser Administration >		
se this screen to add another user in a r that user.	ddition to the Administrator. You	u must also establish an access lev
Add a New User		
User N	lame:	
Use	er ID: 0002	
Web Passo	word: Peasword must be combination of lett	5 characters. It may be all numbers or a ters and numbers.
Telephone Passo	word: Must be 5 digits in	length.
Do you want this user to re	nails: © Yes 🗣 No	
• Email Add		
St	atus: Active	
* By entering this user's emeil address, you will transactions they perform on this system.	give this user the ability to receive emailed co	nfirmations of all filing and payment
Assign this user rights to the s	ystem	
Тах Туре	Permit Number	Access Level
* All Tax Types	All Permit Numbers	Select
Withholding	42-999999-001	No Access
* Sy choosing "All Tex Types," you are giving th	at user access to all tax types indicated.	
Access Level Descriptions		
Preparer: Have rights to pre	pare and save a return on the web.	
	pare, save, or submit a return and receiv	e a confirmation. Also able to view
22.0 5.00	ke a payment, able to cancel a payment	
1000 60000	and pay, cancel a payment and be able	
No Access: All access rights at		the transfer of the transfer o

BACK		CONTINUE

Fill in the requested information. The password must be exactly 8 characters. The web password can be all numbers or a combination of numbers and letters. The telephone password can only be numbers. The status must be set to active for the user to be able to access the system. The next slide discusses user rights and access levels.



Additional users to the eFile & Pay system can have rights to the complete system to both file returns and make payments from all tax types, just select types or to just make payments or just file return. Only user 0001 can add users, reset user passwords or change user access levels. Iowa Department of Revenue can only reset/unlock the password for user 0001. All other password reset/unlock requests must go to the user 0001. Click on the Continue button to add the user.





Business eFile Number: 123456789 Name: ABCDEFG Company Incorporated

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User Administration >

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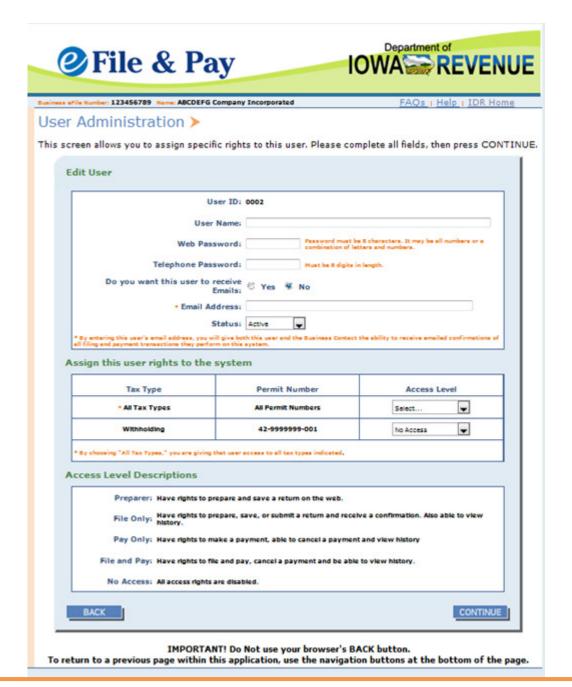
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To edit a user, click on the user name or user ID.



When editing a user you can change their passwords, change their active/disabled status and change their access level.

Once a user is created, it cannot be deleted only put in an disabled status.





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ADD USER

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Click on the main menu button to return to the eFile& Pay Main Menu.





Business eFile Number: 88770655 Legal Name: LEGALNM-334 FAQs | Help | IDR Home Main Menu DEMO ON/OFF Press this button to demo system. Select an Option Select a tax type to file a return and make a payment. Consumer Use Motor Fuel Tax Sales Withholding Select an administrative function to perform. Add/Edit Users Make a Payment (You must efile Return first) Change a Profile Cancel a Payment File for Your Clients Cancel a Payment For Your Client View "e" History View Returns "e" History View Cancelled Payments "e"History View Payments "e" History

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Click on the Exit button to exit and log off of the eFile & Pay system.





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Thank You >

Thank you for using eFile & Pay!

Click here to apply for a tax permit, if needed.

Want to know about changes in tax law or eFile & Pay? Subscribe to eLists to receive free e-mail news!

Please help us improve eFile & Pay by taking this short survey.

If you have reached this page before completing your return, please try again using your mouse to click on the navigation buttons rather than the "Enter" key on your keyboard.

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515-281-3114

idr@iowa.gov (email address)

You have completed adding a user. Thank you.

Important Reminders:

- -Red error message need to be fixed before you can continue to the next page.
- -Blue messages are informational you may proceed without making any changes. This is just a message to have your double double check your work.
- -Never use the back button on your browser (the top of the webpage), use the back button from the eFile & Pay system.